

Military Leave (USERRA) FAQs

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Who qualifies as a covered service member?

A covered service member is defined as a current member of the Armed Forces (including the National Guard and Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness that was incurred or aggravated in the line of duty.

Also qualifying is a veteran of the Armed Forces (including the National Guard and Reserves) who was discharged or released under conditions other than dishonorable less than 5 years prior to the employee's first day of FMLA leave to care for the veteran who is undergoing medical treatment, recuperation or therapy for a qualifying.

What is the company policy for granting non-FMLA leave for members of the Armed Forces?

The company is committed to supporting members of the uniformed services and to ensuring that you are protected from unlawful discrimination on the basis of your military affiliation or veteran status.

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), we will provide members of the uniformed services a military leave of absence for obligations such as active duty, training, fitness examinations, or funeral honors duty.

How do I request a military leave?

If you are called to uniformed service, you should provide the company with as much notice as practicable before initiating military leave, preferably at least 30 days.

To request a military leave of absence, contact Matrix at **1-877-202-0055**, in addition to notifying your manager.

Does SS&C hold the position for the associate while on a military leave?

The company will make an effort to return the employee to his or her prior position. If the position is no longer available, a comparable position will be made available.